

# Department of Clerk Services

**Mission** The mission of the Department of Clerk Services is to provide administrative support to the Board of Supervisors and the Planning Commission, ensuring legal requirements are met and documenting actions in a manner that is accessible to the public.

**Focus** The Department of Clerk Services provides staff support to the Board of Supervisors and the Planning Commission. Responsibilities involving support to the Board of Supervisors include advertising Board public hearings and bond referenda; establishing and maintaining records of Board meetings; preserving legislative and historical records; managing the system for appointments to Boards, Authorities and Commissions; and tracking and safekeeping Financial Disclosure forms. Responsibilities also include maintaining guardianship of the Fairfax County Code; making notification of Board actions regarding land use issues; and providing research assistance.

Responsibilities involving support to the Planning Commission include: ensuring that public input is obtained on County plans, amendments and land use applications by conducting weekly public meetings and forwarding the resulting recommendations to the Board of Supervisors in a timely manner; performing notifications and verifications for abutting and adjacent property owners in all land use cases heard before either the Board of Supervisors or the Planning Commission; and conducting public outreach through the monthly Channel 16 Planning Commission Roundtable program, quarterly newsletter, and annual Report of Activities.

Staff has worked with the Board of Supervisors and the Planning Commission to leverage technology and expand ways the public can engage in and learn about various County processes. Regular meetings are broadcast and streamed, and meeting agendas and materials are available online. Additionally, to reduce printing costs and practice environmental stewardship, the Board of Supervisors and the Planning Commission have transitioned from paper documents to a tablet environment with digital documents using wireless technology.

An organizational review of the functions provided by Clerk to the Board of Supervisors support staff in Agency 01, Board of Supervisors, and Agency 02, Office of the County Executive, as well as staff in Agency 36, Planning Commission, identified some overlap in services, including providing legal notices or advertising public hearings, maintaining the public meetings calendar, scheduling public hearings, sending Clerk's Letters, performing finance and payroll functions, and posting meeting content and materials online. An analysis of these intersecting functions determined that operational efficiencies and cost savings could be generated by consolidating these functions and resources into a new agency, Agency 03, Department of Clerk Services, which occurred in FY 2020.

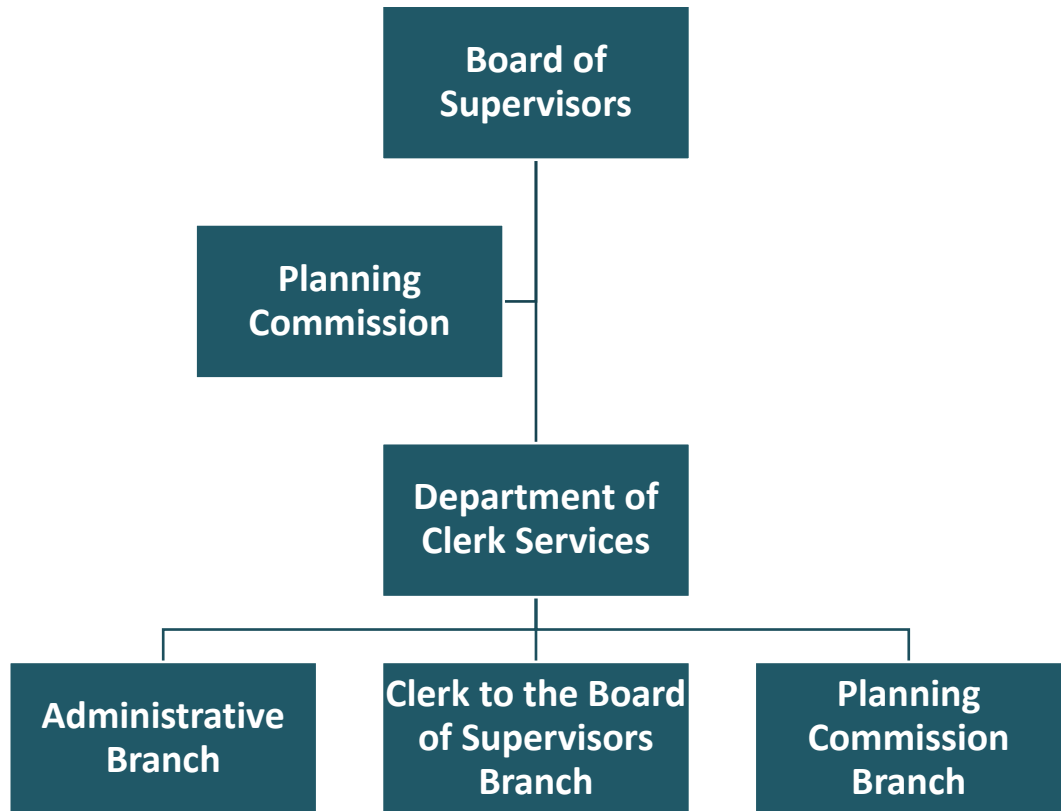
## **Pandemic Response and Impact**

The COVID-19 pandemic has had significant impacts on the way public bodies can conduct business. The Department of Clerk Services has worked closely with the Office of the County Attorney, the Department of Information Technology, the Department of Cable and Consumer Services, and other agencies to establish methods for electronic public meetings that are both functional and meet the rapidly changing regulatory environment. Both the Board of Supervisors and the Planning Commission quickly pivoted to this new way of meeting that recognizes the safety of all involved while allowing for transparent and participatory government to continue. Public access to meetings and the ability to provide testimony from the safety of one's own home have been established through multiple means and have been well-utilized by the public. Over 100 individuals provided testimony during the budget public hearings before the Board of Supervisors, by either telephone or YouTube video.

In addition to establishing the ability to meet electronically for the Board of Supervisors and the Planning Commission, the Department of Clerk Services has worked with its partner agencies to allow the County's 80+ Boards, Authorities, and Commissions to continue their necessary work. These public bodies serve in an advisory capacity and have a wide range of meeting needs and requirements. The Department of Clerk Services serves as the point of contact for these bodies, providing current and relevant guidance and coordinating training and information.

The department, in partnership with other agencies, will continue to proactively explore ways to meet the changing needs of these public bodies in Fairfax County while maintaining its commitment to public access and participation.

## Organizational Chart



## Budget and Staff Resources

Category	FY 2020 Actual	FY 2021 Adopted	FY 2021 Revised	FY 2022 Advertised	FY 2022 Adopted
<b>FUNDING</b>					
<b>Expenditures:</b>					
Personnel Services	\$1,326,960	\$1,455,007	\$1,469,007	\$1,455,007	\$1,469,556
Operating Expenses	347,829	362,889	374,848	362,889	362,889
<b>Total Expenditures</b>	<b>\$1,674,789</b>	<b>\$1,817,896</b>	<b>\$1,843,855</b>	<b>\$1,817,896</b>	<b>\$1,832,445</b>
<b>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</b>					
Regular	14 / 14	14 / 14	14 / 14	14 / 14	14 / 14

**FY 2022  
Funding  
Adjustments**

The following funding adjustments from the FY 2021 Adopted Budget Plan are necessary to support the FY 2022 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors' actions, as approved in the adoption of the Budget on May 4, 2021.

**Employee Compensation** **\$14,549**  
An increase of \$14,549 in Personnel Services is included for a 1.00 percent market rate adjustment (MRA) for all employees effective July 2021.

**Changes to  
FY 2021  
Adopted  
Budget Plan**

The following funding adjustments reflect all approved changes in the FY 2021 Revised Budget Plan since passage of the FY 2021 Adopted Budget Plan. Included are all adjustments made as part of the FY 2020 Carryover Review, FY 2021 Mid-Year Review, FY 2021 Third Quarter Review, and all other approved changes through April 30, 2021.

**Carryover Adjustments** **\$11,959**  
As part of the FY 2020 Carryover Review, the Board of Supervisors approved encumbered funding of \$11,959 in Operating Expenses associated with the publishing of legal advertisements.

**Third Quarter Adjustments** **\$14,000**  
As part of the FY 2021 Third Quarter Review, the Board of Supervisors approved funding of \$14,000 in Personnel Services for a one-time compensation adjustment of \$1,000 for merit employees and \$500 for non-merit employees paid in May 2021.

**Position Detail**

The FY 2022 Adopted Budget Plan includes the following positions:

DEPARTMENT OF CLERK SERVICES – 14 Positions			
1	Director	2	Management Analysts I
1	Management Analyst IV	1	Planning Technician II
2	Management Analysts III	1	Administrative Assistant V
1	Management Analyst II	5	Administrative Assistants IV

**Performance  
Measurement  
Results**

Metrics will be developed in coordination with the County's strategic plan during the coming year.